

FILED. Records
RETURN TO
6-1

VITAL MATERIALS REPORT FOR WEEK
ENDING - 10 December 1954
RECORDS MANAGEMENT DIVISION

1. TYPES OF MATERIAL

	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	2.8	3.	198.8
Maps	0	0	48.4
Negatives	0	0	125.2
Cards (other than IBM)	0	0	4.2
	<u>2.8</u>	<u>3.</u>	<u>376.6</u>
B. (Measured by actual count)			
Cards (IBM)	10,885	27,961	4,058,597
Film Reels 35mm	0	0	5,726
Film Reels 16mm	0	0	2,101

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

	<u>OFFICE</u>	<u>CABINETS</u>
	Commo	1
*	OSI	1
*	DD/P	31
		<u>33</u>

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	20
1. Number of Offices Depositing	19
2. Number of Offices Not Depositing	1
(Audit Office - Letter of Exception 5 Feb 1952)	
B. Number of Offices With Established Schedule	11
C. Number of Offices in Which Schedules Are To Be Established	8
D. Offices Depositing This Week	7
E. Offices Delinquent in Depositing	1
Director's Office - Date of last deposit 24 Feb 54	

*Material not accessible to Repository personnel.

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